

POSTING

Review applications, cover letters and resumes to determine who you would like to interview. Send out interview requests and email to unsuccessful candidates. Once you have decided on the best candidate for the position, send them an email with your job offer.

If they accept, welcome them to the team and give them details about their first day of work. When do they start, where do they go, what do they need to bring, and give an idea of what they can expect to be doing.

Notify the Career Development office (careerdevelopment@stuc.ca) of who you have hired and what their start and end dates will be.

Show the student where their workstation will be. (It is a nice gesture to have a little welcome package prepared)

Introduce them to the other people in the department and show them around.

Sit down with the student and get to know them. Communicate to them what your expectations for the position are and then ask them what they are hoping to gain from the experience.

Discuss protocols. For example, calling in sick, storm days, dress code, and working around their class schedule.

Ensure student is set up for payroll.

Check that any equipment or technology they will be using is set up and ready to access.

16

1. If the student has never been on STU's payroll before, they must complete a [Payroll Direct Deposit](#) form.

